

FIRE PREVENTION PRACTICE #1.7

4/21/1993

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: ELECTRONIC HISTORY SHEETS

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

The following information may be recorded on the Electronic History Sheets:

- Violation letters
- Complaints
- Tags
- Variances
- Equivalences
- Extension of time
- Checklists issued
- UST/AST tank status
- Fees
- Inspector Comments (photos, important phone calls, etc.)

Remember that the Electronic History Sheet is to be used as an **index to inspection activity**. It is **not a narrative**. All entries, including inspector comments, are limited to 36 characters.

History Sheet entries are done in the following ways:

- Tags: The white copy is given to the clerks by your supervisor.
- Violation letters, complaints, checklists, and fees are entered electronically.
- Variances, equivalencies, and extensions are entered at the time that the memos are typed.
- UST and AST tank status is entered from the yellow tank status forms.
- Inspector comments are entered from the History Sheet Data Forms.

cc: Gary Trudeau, Emily DeBroux